



Returning to US from Overseas

Your Benefits

Your Checklist

- Submit your Request for Travel Orders (USAFE 125) to 435MSS/DPCE ASAP. Cost estimates for travel, household goods, hold baggage; POV, etc. are included.
- Your Foreign Allowance App (SF 1190) with your rent and utilities bills is submitted to 435 MSS/DPCE.
- Pay your FULL hotel bill (temp qtrs) and turn in on a SF 1190 for payment prior to departure.
- DO NOT PACK LQA RECEIPTS IN HOUSEHOLD GOODS AND MAIL BACK. Reconciliation after first year is optional. Reconcile before you leave.
- DO NOT TRAVEL WITHOUT AUTHENTICATED ORDERS IN HAND.
- Your Status of Forces agreement stamp in your passport is canceled.
- You have outprocessed using the checklist from DPCS.

LEAVE WITHOUT PAY

- Submit your LWOP/Resignation request (PAR) to 435 MSS/DPCE 45 days before you leave.
- Travel Orders attached.
- Benefits Summary obtained from 435 MSS/DPCE, completed and returned.

- Temporary Quarters Subsistence Allowance. (TQSA) The actual expense reimbursement allowance for employee and dependents for temporary quarters preparing to PCS back to US. How Long: 30 days. How Much: Actual expenses for quarters, food, laundry capped at 75% of per diem for locality. How to Claim: File Foreign Allowance App (SF 1190) with 435 MSS/DPCE prior to leaving. Lodging receipt required. Food costs over \$25/day required.
- Temporary Quarters Subsistence Expense. (TQSE) Choice of 2 options: **(1) Actual Expense.** How Long: 60 days. How Much: First 30 days actual Expense capped at standard CONUS per diem rate. Second 30 days 75% of standard CONUS per diem. Reduced rate for family members. How to Claim: Complete travel voucher. Lodging receipts required. Single expense over \$75 needed. Itemized meal costs and laundry needed. **(2) Fixed Rate.** How long: 30 days. No extensions authorized. How Much: Maximum locality per diem. How to Claim: Complete travel voucher. Employee paid 75% of max locality per diem. Family members paid 25% of max locality per diem. No receipts needed to file.
- Miscellaneous Expense Allowance. Covers misc. items such as driver's license, utility connection fees, etc. \$500 or \$1000 without receipts. With receipts capped at 1 week's salary without dependents and 2 weeks with dependents. File with travel voucher.
- Property Management Services. Available with career program moves for GS-12 and above.
- Real Estate Expenses. Authorized ONLY if return from overseas assignment to duty location different from the location you left when PCS'd overseas.
- Salary Advances Not Authorized.

DSSR web site: <http://www.state.gov>